

AMENDMENT
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 East McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4809; DSN 853-4809
WEBSITE: www.azguard.gov/hro
INDEFINITE
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 07-264T OPENING DATE: 21 JUN 2007 CLOSING DATE: *20 JUL 2007

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Amended 13 July 2007: MILITARY PAY TECHNCIAN, GS-0545-06, TC70270000, PVT/E1-SFC/E7

APPOINTMENT FACTORS: OFFICER () WARRANT OFFICER () ENLISTED (X)

SALARY RANGE:

\$32,338 – 42,038 PA

SUPERVISORY () MANAGERIAL ()

NON-SUPERVISORY/NON-MANAGERIAL (X)

LOCATION OF POSITION:

UNITED STATES PROPERTY & FISCAL OFFICE, MILITARY PAY BRANCH, PHOENIX, ARIZONA

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted.

The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

Instructions for Applying: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must be submitted with a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Supplement to Application for Employment for Knowledge, Skills and Abilities).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona (ARMY) National Guard (Any Unit supported by USP&FO) and be able to qualify for the following

AFSC/MOS/AOC/BRANCH: MOS: 42A,42F,42L,44C,92A,92Y

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Army National Guard**. Individual selected will receive an Indefinite Appointment NTE 24 months or upon return of incumbent. Conversion to Permanent is not authorized. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: Applications must be submitted with a completed **Optional Form 306 (Declaration for Federal Employment)** and **AZNG Form 335-2-R (Supplement to Application for Employment for Knowledge, Skills and Abilities)**.

NOTE: Individual must possess or be able to obtain a **SECRET** security clearance.

NOTE: Human Resources Office is the office that will officially notify the selectee of a job offer.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using **AZNG Form 335-2-R** to reference the justification.

1. Knowledge of Microsoft Windows XP. Must be able to input data, save data and retrieve data.
 2. Ability to communicate both orally and in writing.
 3. Ability to respond to customer inquiries in a courteous and professional manner.
 4. General knowledge of bookkeeping or recordkeeping methods, forms and procedures.
 5. Ability to interpret publications, regulations, and policies.
 6. Ability to prioritize with others to accomplish tasks.
-

SPECIALIZED EXPERIENCE: Individual must have 9 months experience in the computation, preparation, or maintenance of payrolls or pay records for a civilian or Government agency, organization or institution.

BRIEF JOB DESCRIPTION: This position is located in the USPFO. The purpose of this position is to determine and process military/technician pay entitlements and related pay actions in support of ARNG units including assigned geographically separated units. The incumbent provides single source expert assistance on matters pertaining to pay entitlement policies, procedures, and operations between the Financial Manager, Human Resources Office (HRO), Military Personnel Office (MILPO), Defense Finance and Accounting Service (DFAS), and payroll office. Resolves most complex pay issues. Recommends methods, techniques, and procedures to improve operations. Provide information through briefings and other communication methods to inform commanders, supervisors and personnel on various military and technician leave and pay entitlements and limitations in accordance with applicable regulations. Incumbent serves as an expert working the more complex issues with limited technical guidance. Responsible for prioritizing and processing the full range of military pay entitlements of ARNG personnel. Ensures the timely and accurate processing of technician payroll actions. Receives and reviews a variety of documents authorizing changes affecting member entitlement accounts including changing of address, starting, changing or stopping allotments, financial institutions accounts; changing tax exemptions; and earned income credit certifications. Provides status of payments, computations of pay entitlement and deduction forms to Geographically Separated Units (GSUs) and individual soldiers. Serves as focal point on dual compensation regulations and reports. Ensures the successful interface and/or connectivity between pay and related systems. Administers and performs the finance portion of military/technician personnel readiness processing when ordered to active duty.

SELECTING SUPERVISOR: **MR. LIONEL WILLIAMS**